**VALE OF ALLEN PARISH COUNCIL**

**CERTIFICATE AWARD SCHEME – NOMINATION FORM**

The Vale of Allen Parish Council is running an award scheme that aims to recognise contributions to the community made by children and young people aged 5 to 18 years.

If you know of a young person who has helped the community (e.g. helping an older neighbour, helping in a play-group or fund-raising event) or made a difference to the local environment (e.g. litter-picking, hedge-cutting, path clearance, renovation projects) and you feel they deserve recognition, you can nominate that person for a certificate.

Certificates will usually be presented during village events by local councillors. In some circumstances, awards for exceptional or sustained contributions may be presented by district or county councillors at a pre-arranged venue or event.

Please fill in the required fields and submit your completed form to your local councillor or email it to *voapc@outlook.com*. The nomination will be presented at the next available council meeting. You should receive confirmation of the award within one month of submitting the nomination.

If the nominee is not related to you, remember to gain permission of parents or carers before submitting any nomination.

As nominator you will be the initial point of liaison and the council will contact you to confirm the award.

**NOMINATION**

**Young person nominated for the award (the nominee):**

*(Please supply full name – this is the name that will appear on any certificate awarded.)*

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**Age of young person:** ……………………………… **years**

**Brief description of activity/contribution to the local community/environment and why you think such activity merits recognition:**

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**Your name and contact details (as nominator):**

**Name:** ………………………………………………………………………………………………..

**Address**: ……………………………………………………………………………………………………………

Please provide ***at least one*** contact detail:

**Contact Landline:** …………………………………………………………….

**Mobile:** ……………………………………………………………………………

**Email:** ………………………………………………………………………………